



**Agency Records Disposition Schedule**

Department: Office of Administration

Section: OASI Unit

Division: Division of Accounting

Sub-Section:

**TITLE:** Agency Transfer Letters and Worksheets

**CUTOFF:**

**DESCRIPTION:** Agency Transfer Letters and Worksheets

**RETENTION:** Years: 7 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 2987

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/21/1996

**TITLE:** Entity Dissolution

**CUTOFF:** EOSFY

**DESCRIPTION:** Entity Dissolutions - terminations and deactivations of coverage and extension agreements

**RETENTION:** Years: Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 2984

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/21/1996

**TITLE:** Entity Modifications

**CUTOFF:** EOSFY

**DESCRIPTION:** Entity Modifications - plans and agreements, resolution and ordinances for entity social security coverage

**RETENTION:** Years: Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 2985

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/21/1996



**Agency Records Disposition Schedule**

Department: Office of Administration

Section: OASI Unit

Division: Division of Accounting

Sub-Section:

**TITLE:** Entity OASDHI Account Statements

**CUTOFF:** EOSFY

**DESCRIPTION:** Includes OASI, shortened version of OASDHI and OASDHI old age survivors disability and health insurance.

**RETENTION:** Years: Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 2992

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/21/1996

**TITLE:** Microfilmed Records - S-2 transactions, wage reports, adjustments, and deposits to SSA

**CUTOFF:** EOSFY

**DESCRIPTION:** Microfilmed Records - S-2 transactions, wage reports, adjustments, and deposits to SSA

**RETENTION:** Years: Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 2980

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/21/1996

**TITLE:** OASDHI Entity Deposit Forms (microfilm)

**CUTOFF:** EOSFY

**DESCRIPTION:** OASDHI Entity Deposit Forms (microfilm)

**RETENTION:** Years: Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 2989

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/21/1996



**Agency Records Disposition Schedule**

Department: Office of Administration

Section: OASI Unit

Division: Division of Accounting

Sub-Section:

**TITLE:** OASI Adjustment Slips and Credit Memorandums

**CUTOFF:**

**DESCRIPTION:** OASI Adjustment Slips and Credit Memorandums

**RETENTION:** Years: 7 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 2986

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/21/1996

**TITLE:** OASI Entity Account Ledgers

**CUTOFF:**

**DESCRIPTION:** OASI Entity Account Ledgers

**RETENTION:** Years: 7 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 2982

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/21/1996

**TITLE:** OASI Journal

**CUTOFF:**

**DESCRIPTION:** OASI Journal

**RETENTION:** Years: 7 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 2981

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/21/1996



**Agency Records Disposition Schedule**

Department: Office of Administration

Section: OASI Unit

Division: Division of Accounting

Sub-Section:

**TITLE:** OASI Systems

**CUTOFF:**

**DESCRIPTION:** OASI Systems - processing and reconciliation

**RETENTION:** Years: 7 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 2983

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/21/1996

**TITLE:** SSA Problem Resolutions

**CUTOFF:** EOSFY

**DESCRIPTION:** SSA Problem Resolutions - extension agreements and group errors

**RETENTION:** Years: Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 2988

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/21/1996